

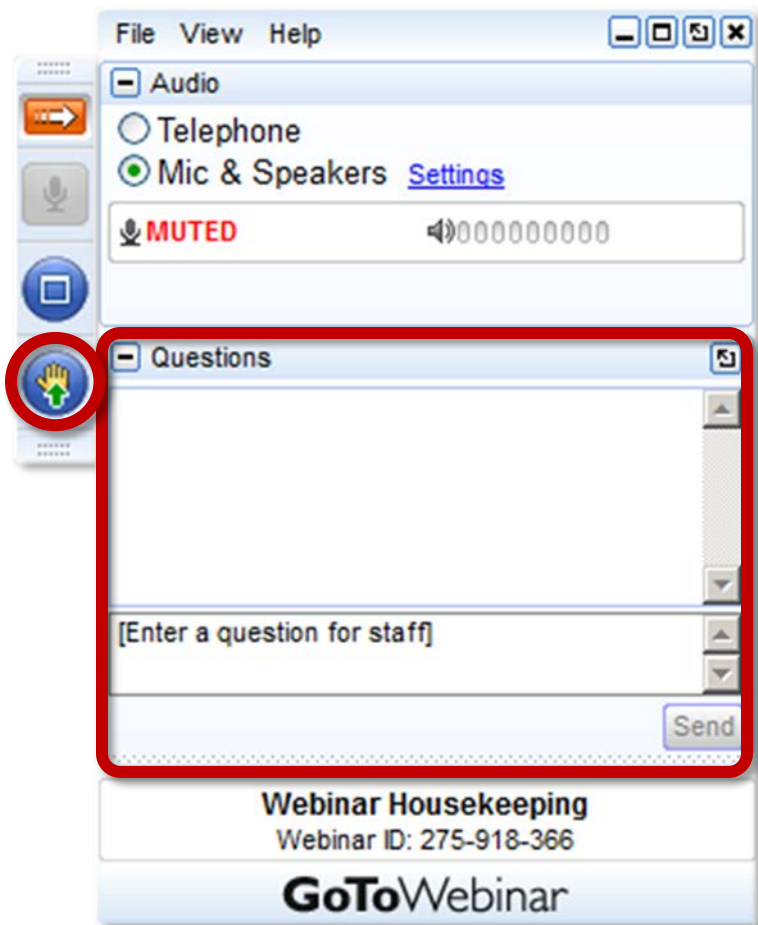


Section 811 Project Rental Assistance Program

FY13 Grantees Start-Up

April 9, 2015

Reminders



Your Participation

- Please join audio by using the information provided in the Audio Panel. Your audio pin is required and may be entered on your phone's keypad at any time by pressing # [pin number] #
- Please raise your hand to be unmuted for verbal questions.
- You may also submit your text questions and comments using the Questions Panel.

Introductions/Contacts

HUD

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Roll Call

Alaska	Illinois	New Hampshire	Rhode Island
Arizona	Kentucky	New Jersey	South Dakota
California	Maine	New Mexico	Texas
Colorado	Maryland	Nevada	Wisconsin
Connecticut	Massachusetts	Ohio	
District of Columbia	Michigan	Oregon	
Georgia	Minnesota	Pennsylvania	

Today's Agenda

- **Start-up activities - What should I be doing now?**
 - Unit Identification and Selection
 - Collaboration with Partners
 - Outreach and Referral Systems
 - HUD Systems

UNIT IDENTIFICATION AND SELECTION

Unit Identification Strategies

- NOFA/RFP
 - Expanded or “mini”
- QAP or Con Plan
 - Threshold requirements
 - Incentives
 - Targeted or not targeted
- Developer meetings
 - One-on-one
 - Larger groups

Unit Identification Strategies

- No one “right” way
- Likely have to use multiple strategies
- Factors to consider
 - Existing housing v. new construction
 - What mechanisms already in place
 - Pipeline capacity, commitment
 - Previous PSH experience in state

Unit Identification Strategies

- Develop an initial plan
 - Timeframes
 - Benchmarks
- Reevaluate regularly
- Midcourse corrections as needed

Unit Selection

- Grantee Considerations
 - Meet any application requirements
 - Eligible property definition
 - Maximum rent
 - Meet any application commitments
 - Leveraging
 - Other desirable characteristics
 - Familiarity with HUD Systems, TRACS

Unit Selection

- Ensure units will be filled in a timely manner = units must be desirable to target population
- Work with partners to identify variables making units desirable, workable
 - Location
 - Unit size
 - Accessibility
 - Number needed

Unit Selection

- Critical to include partners!
 - Beforehand can inform of needs: e.g. number, size
 - Once identified, participate in review
- What process will you use to include partners?

COLLABORATION WITH PARTNERS

Collaboration with Partners

- Clarify roles and responsibilities
 - What does your Interagency Partnership Agreement require?
 - Create additional written documentation if needed
- Ensure effective communication
 - Regular communication, meetings
 - In-person meetings, conference calls

Collaboration with Partners

- Start-up meeting
 - Review goals, roles and responsibilities
 - Players may have changed
- Use technical assistance available from HUD and TAC

FY12 Grantees Lessons Learned

- *Holly Glauser, PHFA*
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- *Elaine Cornick, MD DHCD*
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- *Christina DiFrancesco, CA HCD*
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PA Resources

- http://www.phfa.org/forms/multifamily_application_guidelines/presentation/2015_pre_application_powerpoint.pdf
- <http://www.housingalliancepa.org/sites/default/files/resources/PA811PRA%20Fact%20Sheet.pdf>

CA Resources

- <http://www.calhfa.ca.gov/multifamily/section811/>

MD Resources

- <http://www.mdhousing.org/website/programs/Section811/Default.aspx>
- <http://www.mdhousing.org/website/programs/Section811/Documents/NOFA.pdf>
- <http://www.mdhousing.org/website/programs/Section811/Default.aspx>

Questions???

OUTREACH AND REFERRAL SYSTEMS

Overview of AFHMP

- What is the Affirmative Fair Housing Marketing Plan (AFHMP)?
- HUD Form 92243-PRA
- Must be submitted to HUD for approval prior to start of outreach
- Grantee retains responsibility even if outreach is delegated

**Affirmative Fair Housing
Marketing Plan (AFHMP) -
Multifamily Housing**

U.S. Department of Housing
and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2502-0608
(exp.02/28/2017)

1a. Grantee Name & Address (including City, County, State, Zip Code, Telephone No. & email address)	1b. Rental Assistance Contract Number
<input type="text"/>	<input type="text"/>
	1c. No. of Units <input type="text"/>

1d. Entity Responsible for conducting Outreach and Referral (check all that apply)

Grantee Service Provider Other (specify)

Entity Name, Contact Person and Position (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address

1e. If the outreach is performed by any other entity other than the Grantee, explain how the Grantee will monitor their activities to ensure compliance with affirmative fair housing outreach requirements. Enter "N/A" in the field below if not applicable.

1f. To whom in the Grantee's office should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.

2a. Affirmative Fair Housing Marketing Plan

Plan Type Date of the First Approved AFHMP:

Reason(s) for current update:



AFHMP

- Describes how program will be nondiscriminatory in outreach and other activities
- Describes how program will reach least likely to apply
 - Persons with communication disabilities
 - Persons with limited English proficiency

AFHMP Resources

- HUD Form
- Instructions
- FAQs
- Additional information at Convening

Tenant Selection Plan (TSP)

- Grantee to have written plan to be in place before tenants are selected for the program
- Tenant Selection for the PRA Program is generally conducted at the State or County level, so a TSP is needed for the Program
- Owner screens the PRA tenants but does not select
- Grantee TSP not submitted to HUD but available for review on-site, in file

Tenant Selection Plan (TSP)

- HUD Handbook 4350.3, Figure 4-2
<http://portal.hud.gov/hudportal/documents/huddoc?id=43503c4HSGH.pdf>

Figure 4-2: Written Tenant Selection Plan - Topics

A. Required Topics

1. Project eligibility requirements:
 - Project-specific requirements (see Chapter 3, Section 2);
 - Citizenship requirements (see Chapter 3, Section 1); and
 - Social security number requirements (see Chapter 3, Section 1).
2. Income limits (including economic mix requirements for Section 8 properties) (see Chapter 3, Section 1).
3. Procedures for accepting applications and selecting from the waiting list:
 - Procedures for accepting applications and pre-applications (see Chapter 4, Section 3);
 - Procedures for applying preferences (including income-targeting in Section 8 properties) (see Chapter 4, Sections 1 and 4);
 - Applicant screening criteria (see Chapter 4, Sections 1 and 4);
 - Required drug-related or criminal activity criteria *including State lifetime sex offender registration check in all states where applicant household members have resided or using a database that checks against all state registries, e.g., the Dru Sjodin National Sex Offender Database.
 - Procedures for using the EIV Existing Tenant Search;*
 - Other allowable screening criteria; and
 - Procedures for rejecting ineligible applicants (see Chapter 4, Section 1).
4. Occupancy standards (see Chapter 3, Section 2).
5. Unit transfer policies, including selection of in-place residents versus applicants from the waiting list when vacancies occur (see Chapter 7, Section 3).
6. Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes (see Chapter 2, Section 3).
7. Policy for opening and closing the waiting list for the property (see Chapter 4, Section 3).
8. Eligibility of students (see Chapter 3, Sections 1 and 3).
9. *Policies for applying Violence Against Women Act (VAWA) protections (Section 8 only).*

B. Recommended Topics

1. Applicant notification and opportunity to supplement information already provided (see Chapter 4, Sections 1 and 4).
2. Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations (see Chapter 2, Section 3).
3. Updating the waiting list (see Chapter 4, Section 3).
4. Policy for notifying applicants and potential applicants of changes in the tenant selection plan (see Chapter 4, Section 1).
5. Procedures for assigning units with originally constructed design features for persons with physical disabilities (see Chapter 2, Section 3).
6. Charges for facilities and services (see Chapter 6, Section 3).
7. Security deposit requirements (see Chapter 6, Section 2).
8. Unit inspections (see Chapter 6, Section 4).
9. Annual recertification requirements (see Chapter 7, Section 1).
10. Interim recertification reporting policies (see Chapter 7, Section 2).
11. Implementation of house rule changes (see Chapter 6, Section 1).

Tenant Selection Plan (TSP)

- Making the PRA Program and Owner TSPs relate. Examples include:
 - Owner screening criteria as addendum to the Grantee TSP
 - Owner TSP references Grantee's TSP
 - If Owner has a capped preference for people with disabilities, the PSH units would be a component of that preference and would limit number that could be selected by Owner for remaining units

Outreach Timeframes

- When are units expected to be available for occupancy?
- When does the property manager want to receive applications?
- When does the service partner start outreach to identify eligible persons in target population interested in the location?
- How many referrals per unit/location?

Example

- Units will be available for occupancy March 2016
- Property Manager wants applications by January 1, 2016
- Outreach begins October 2015
- AFHMP completed and to HUD by Sept 30, 2015

Waiting List Management and Referral Systems

- Centralized or decentralized?
- Which agency manages?
 - Housing?
 - Services?
 - Disability?

Some Considerations

- What will the system do for you?
 - Waiting list management
 - Reporting
- Costs
 - Start-up
 - On-going
- Staff capacity
- Anticipated number of referrals or length of waiting list

FY12 Grantee Examples

- Proprietary systems
 - Yardi
 - Social Serve
 - Service Bureau
- DIY
 - Excel
 - Access

FY12 Grantees Lessons Learned

- *John Brennan, MD DOD*
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- *Steve Chopek, PHFA*
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Questions???

HUD SYSTEMS

Polling Question: EIV

Which one of these statements is true?

1. EIV stands for Environmental Information Verification
2. EIV is an optional system for use by Owners of HUD-Assisted Housing
3. EIV verifies employment and income of tenants and reduces administrative and subsidy errors
4. Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS) are **not** participants in the system

EIV

Answer:

1. EIV stands for Enterprise Income Verification
2. EIV is a required system for use by Owners of HUD-Assisted Housing
3. **Answer: EIV verifies employment and income of tenants and reduces administrative and subsidy errors**
4. Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS) are participants in the system

EIV

- The EIV system is a web-based application which provides owners with employment, wage, unemployment compensation and Social Security benefit information for tenants participating in HUD's assisted housing programs.
- Information in EIV is derived from computer matching programs initiated by HUD with the Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS), for all tenants with valid personal identifying information (name, date of birth (DOB), and Social Security number (SSN)) reported on the form HUD-50059.
- Information in the EIV system is used by owners to verify employment and income at the time of recertification and to reduce errors

Polling Question: TRACS

Which one of these statements is true?

1. TRACS stands for Tenant Rental And Computation System
2. TRACS is a financial management system developed by HUD to improve the fiscal control over housing programs.
3. TRACS is one of many repositories of Multifamily Housing (MFH) tenant certification data.
4. TRACS currently controls payment processing for approximately 5,000 Section 8 subsidy payments annually.
5. Owners who receive S.811 PRA funds will not have to use TRACS.

TRACS

Which one of these statements is true?

1. TRACS stand for Tenant Rental Assistance Certification System
2. **Answer: TRACS is a financial management system developed by HUD to improve the fiscal control over Section 8 and other assisted housing programs.**
3. TRACS is the sole repository of all tenant certification data, assistance contract data and crucial payment data for HUD's Office of Multifamily Housing (MFH). Based on the data stored in the system, TRACS automatically generates payments for subsidy programs where HUD is the contract administrator.
4. TRACS currently controls payment processing for approximately 250,000 Section 8 subsidy payments annually.
5. Owners who receive S.811 PRA funds will have to use TRACS

TRACS

- TRACS was developed to help improve financial controls over assisted housing programs.
- TRACS collects certified tenant data and subsidy payment vouchers from owners and management agents of multifamily housing projects – either directly from the owners, from organizations acting as subsidy Contract Administrators for HUD, or from service providers who are paid by the project or Contract Administrator to collect, calculate, complete, and submit the data to TRACS on their behalf. HUD Field Offices maintain data on subsidy contracts and contract funding.
- Owners are responsible for processing tenant certifications, tenant recertifications, and subsidy billings using automated software that conforms to HUD specifications.
- Owners are responsible for electronically transmitting required data either directly or through a service provider to HUD or their respective Contract Administrator.
- HUD 50059 Form

HUD Systems

- Grantees and Owners required to use HUD Systems as appropriate
- Systems include:
 - eLOCCS
 - Multifamily Business Partners
 - EIV
 - TRACS
 - IREMS
 - IMAX

HUD Systems

- Most Grantees are PBCAs and/or TCAs and are familiar with these systems
- HUD will be providing orientation and information for all Grantees – starting at Convening
- Grantees may subcontract work related to HUD Systems

Questions???

Next Start-Up Webinar

- Start-up #4: Reporting
 - April 30, 2015 3:00 ET
- Grantee Peer to Peer call
 - April 16, 2015 3:00 ET
- Annual Convening
 - Save the Date: May 13-14, Washington D.C.

Contacts

- Any questions? Please e-mail or call us

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